

MEMO

DATE: August 10, 2005

TO: Administration Committee
Regional Council

FROM: Heather Copp, CFO (213) 236-1804
Email: copp@scag.ca.gov

SUBJECT: Purchase Orders and Contracts Between \$5,000 - \$250,000

SUMMARY:

SCAG executed the following Contracts between \$5,000 and \$250,000

- Conrad and Associates, L.L.P. \$ 24,000.00
Auditing Services
Funding Source: Indirect Overhead
- Fox & Sohagi \$ 50,000.00
Legal Services
Funding Source: Indirect Overhead & General Fund
- General Networks Corporation \$ 49,930.00
IT Implementation – Phase II
Funding Source: Indirect Overhead
- Liebert Cassidy Whitmore \$ 25,000.00
Human Resource Legal Services
Funding Source: Indirect Overhead

SCAG executed the following Purchase Orders between \$5,000 and \$250,000

- Office Max – A Boise Company \$ 40,000.00
Office Supplies
Funding Source: Indirect Overhead
- Fineline Printing \$ 9,047.54
Printing of “Your Guide to SCAG” Booklet
Funding Source: Indirect Overhead
- Getty Images \$ 7,500.00
Stock Photo Images
Funding Source: Indirect Overhead

RC/ADMIN Agenda 9/1/2005
PCDOC #111576 (sms)

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- IBM Corporation \$ 13,842.00
Annual Renewal for IBM Hardware Support
Funding Source: Indirect Overhead
- Intuit, Inc. \$ 6,052.00
Annual Renewal of CMS System Support
Funding Source: Indirect Overhead
- Izetta Birch Consulting \$ 10,500.00
Executive Recruiting Services
Funding Source: Indirect Overhead
- PBCC \$ 18,523.76
Lease of Postage Machines
Funding Source: Indirect Overhead
- PlanetBids.com \$ 5,000.00
Bid Management System
Funding Source: Indirect Overhead
- Quality Laser Cartridge \$ 10,000.00
Toner Cartridges & Printer Repair
Funding Source: Indirect Overhead

CONSULTANT CONTRACT

Consultant: Fox & Sohagi, LLP

Scope: This law firm was originally retained in Fiscal Year 2004-2005 by the Chief Counsel to provide advice with regard to California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) issues as they relate to Goods Movement. In order to facilitate additional work, including assistance to the Executive Director as he participates in the statewide CEQA Improvement Advisory Committee, the Regional Council authorized the amendment of the contract to a maximum amount of \$50,000. That contract expired as of June 30, 2005, however, work with regard to CEQA Streamlining and environmental work continues. Therefore, a new contract was entered into with the firm under the authority of the Executive Director in order to provide for the continuity of services. The law firm, primarily through the participation of Margaret Sohagi, a well known expert in CEQA, and with limited assistance of Helene Smookler, will continue to provide legal advice and strategy with regard to CEQA and NEPA issues with particular emphasis on Goods Movement and will assist as necessary in the CEQA Improvement Advisory Committee work, including if requested, drafting of documents, including legislation.

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| Contract Amount: | Total not to exceed | \$50,000 |
| | Fox and Sohagi, LLP | \$50,000 |

Contract Period: July 1, 2005 through June 30, 2006

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|----------------------|---------------|----------|------------------------------------|
| Work Element: | 06-0800.SCGS2 | \$25,000 | Funding Sources: General Fund |
| | 06-0880.SCGS9 | \$25,000 | Funding Sources: Indirect Overhead |

Request for Proposal: Legal services are unique and does not require a Request for Proposal

Basis for Selection: The firm was selected by the Chief Counsel and Executive Director based upon the unique and specialized experience of the firm in CEQA and NEPA matters. The firm's primary practice relates to representation of public agencies and has a substantial CEQA practice. The Chief Counsel also consulted with SCAG's General Counsel prior to entering into the original contract with this firm.

CONSULTANT CONTRACT

Consultant: General Networks Corporation

Scope: The consultant will perform migration services from a Novell environment to Windows 2003 running Microsoft Exchange Server 2003, and assist in the rollout of new personal computers. The consultant will be the systems integrator, providing planning assistance, system set-up, deployment, and migration. The consultant will conduct the migration process in a seamless manner helping minimize overall disruption to SCAG operations and assist in the training of IT staff to operate and maintain the new system.

Contract Amount: **Total not to exceed** **\$49,930**
General Networks Corporation \$49,930

Contract Period: July 27, 2005 through June 30, 2006

Work Element: 06-850.SCGC7 \$49,930 Funding Source: IT/Operations - Indirect Overhead

Request for Proposal: A contract with Govplace was executed for the IT Implementation – Phase II project in April 2005. After approximately two months, Govplace stated that they had under-scoped some areas of the project and would not be able to complete the project for the proposed amount. SCAG's position was to terminate the Contract because additional funding was being requested with no changes to the Scope of Work, and Govplace refused to continue working without additional funding.

Due to the termination of the Contract with Govplace, SCAG staff utilized the States CMAS (California Multiple Awards Schedule) list to research qualified vendors. As a governmental agency, SCAG is able to utilize vendors from CMAS without having to solicit bids. Nonetheless, a Request for Proposal was sent to six qualified vendors on the CMAS list. The following proposal was received in response to the solicitation:

General Networks Corporation (no subcontractors) \$49,930

Selection Process: The Proposal Review Committee (PRC) evaluated the proposal in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. An interview was held with the offeror.

The PRC was comprised of the following individuals:

Keith Killough, Director of Information Services, SCAG
Victor M.J. Ryden, Acting Manager of IT/Operations, SCAG
Huasha Liu, Manager of Data And Monitoring, SCAG
Robert McConnachie, IT Project Manager, Civic Resource Group
Artin Mirzaian, Systems Engineer, Civic Resource Group
David Sosa, Chief, Regional Transportation Branch, District 7, Caltrans

Basis for Selection

General Networks Corporation's approach is designed to address SCAG's concerns about system downtime, reliability, and training issues. General Networks Corporation has 20 years of experience managing and implementing information technology projects for state and local government, and therefore offers extensive business knowledge in the government environment.

General Networks Corporation has the expertise in migrating from a Novell platform to Microsoft technologies, and their solution ensures a smooth transition with minimal disruption to staff.

Also, General Networks Corporation has the appropriate resources to complete the project within an extremely tight schedule.

CONSULTANT CONTRACT

Consultant: Liebert Cassidy Whitmore

Scope: This law firm was retained by the Chief Counsel to provide advice with regard to human resources matters. The law firm, primarily through the participation of Linda Jensen, a partner in the firm, provides legal advice and services on an as needed basis. The firm which specializes in the representation of public agencies has assisted SCAG in the past on such matters as the preparation of the Personnel Rules, analysis with regard to Fair Labor Standards issues, and provides specialized training as well.

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| Contract Amount: | Total not to exceed | \$25,000 |
| | Liebert Cassidy Whitmore | \$25,000 |

Contract Period: July 1, 2005 through June 30, 2006

Work Element: 06-880.SCGS9 \$25,000 Funding Source: Indirect Overhead

Request for Proposal: Legal services are unique and do not require a Request for Proposal

Basis for Selection: The firm was selected by SCAG's Chief Counsel and Executive Director based upon the unique and specialized experience of the firm in representation of public agencies on human resources issues. The Chief Counsel also consulted with SCAG's General Counsel prior to entering into the original contract with this firm.